

## Minutes of the 3<sup>rd</sup> Project Board Meeting for Second National Communication (SNC) Project

**Venue:** NEC Conference Hall  
**Date:** 23<sup>rd</sup> March 2011

**Members Present:**

1. Dr. Ugyen Tshewang, Secretary, NEC, Chairman of Project Board
2. Mr. Bakhodir Burkhanov, Dy. Resident Representative, UNDP
3. Mr. Karma Dupchu, Offg. Head, HMSPD, DOE, MOEA
4. Mr. Wangchuk Namgay, Sr. PO, GNHC
5. Mr. Thinley Namgyel, Member Secretary

**Members Absent:**

1. Ms. Peldon Tshering, Head, PPS, NEC
2. Mr. Rinzin Dorji, Sr. PO, DOA, MOAF

**In Attendance:**

1. Mr. Yeshey Penjor, Climate Change Policy Specialist, UNDP
2. Mr. Karma Tshering, V&A Coordinator and SNC Alternative Project Coordinator, NEC
3. Mr. Sonam Dagay, SNC Project Assistant, NEC

**Agenda item 1: Opening**

Hon'ble Secretary, Chairman of SNC Project Board opened the meeting by extending a warm welcome to its members to the 3<sup>rd</sup> Project Board meeting of the SNC project.

**Agenda item 2: Adoption of Agenda for 3<sup>rd</sup> Project Board Meeting**

Hon'ble Member from UNDP proposed inclusion of NAPA revision and Low Carbon and Climate Resilient Development Strategy (LCRDS) in the agenda. The members agreed that UNDP's proposal will be discussed under "any other business" agenda.

**Agenda item 3: Adoption of Minutes of 2<sup>nd</sup> Board Meeting.**

The SNC Project Coordinator informed the members that all comments from Members to the 2<sup>nd</sup> PB minutes are all incorporated.

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It was also informed that Mr. Karma Dupchu, Head of Hydromet Services Division from the Department of Energy, Ministry of Economic Affairs, who substituted Mr. Karma Chopel in the ex-officio capacity was endorsed as a Project Board member.

In response to question regarding decision of last project Board Meeting on appointment of additional staff to support implementation of the Project, SNC Project Coordinator informed the meeting that Mr. Karma Tshering has been designated the alternative Project Coordinator for SNC project and also Vulnerability & Adaptation (V&A) Coordinator. Mr. Sonam Dagay was appointed as Project Assistant. This is in addition to the existing staff of Project Coordinator and Project Accountant.

With no further comments on the minutes of the second Project Board meeting, the minutes were adopted.

*Action: The NEC to write an official letter to the UNDP and GNHC on the appointment of additional staff to SNC project.*

**Agenda item 4: Annual Work Plan 2011**

The SNC Project Coordinator informed the meeting that the first Chapter of the SNC (National Circumstances) 2<sup>nd</sup> Chapter Green house Gas (GHG) Inventory, has been completed and are in accordance to 18 month workplan. 3<sup>rd</sup> Chapter on Mitigation is in final stages with comments received from National Communication Support Program UNDP-NY and Dept of Livestock. He informed the meeting that the V&A chapter has been started and aimed at completion by 3<sup>rd</sup> Quarter of 2011. It was also informed that the project completion would need to be in September 2011 as the project activities have been aligned with work program of the thematic groups of the Bhutan Climate Summit 2011. The Annual Work Plan is developed accordingly and has been signed by UNDP, GNHC and NEC.

Dy. RR, UNDP noted the agreed workplan and requested the Project Management to that the time extension needs to be formally recognized in the minutes of the meeting and hence finalized and signed minutes of 2<sup>nd</sup> and 3<sup>rd</sup> PB meeting should be sent to UNDP for onward submission to UNDP Headquarters.

Mr. Thinley Namgyel also apprised the members that there may be some savings since some of the activities are similar to ones initiated under the Joint Support Programme with NEC. Mr. Karma Tshering and Mr. Wangchuk Namgay suggested to utilize the saving from the SNC in developing capacity of the institutions (both private and government) in providing trainings related Environment, Climate Change and Poverty (ECP) mainstreaming.

Deputy RR, UNDP reminded the Project Management to be cautious in making the expenditure and reporting as the project is nearing its completion. The savings must be utilized in the complementary activities of the project.

It was agreed that any proposed activities from savings would need to be complementary to the project objectives and would need to be submitted to the Project Board for approval at its next meeting.



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The Project Board was also informed that the NEC has taken steps to ensure synergy with the Bhutan Climate Summit 2011, the NEC has proposed ways to avoid duplication and reduce workload for the people involved in both SNC and the Summit Process. The Bhutan Climate Summit aimed to produce an adaptation roadmap at national and also regional level in four thematic areas of Food Security, Water Resources, Energy and Biodiversity with the objective of ensuring adaptation and conservation in the Eastern Himalayan Region. As far as SNC project was concerned the SNC project will produce a national Vulnerability and Adaptation Assessment along with a National Adaptation Plan that would be endorsed at the highest level in Bhutan and submitted to UNFCCC as an official report of the country. The national assessment for Bhutan for the Bhutan climate summit is to be concluded in March 2011 and thematic papers only looks at current vulnerabilities and does not consider future climate scenarios. The SNC process would continue with the process to include future climate scenarios and also expand the thematic areas to include Human Health and Glaciers & Natural Disasters. To further reduce confusion and workload, the SNC V&A Task force includes majority members from the Bhutan Climate Summit thematic groups as per an Executive Order issued by Hon'ble Lyonpo Pema Gyamtsho, Minister-in-Charge, NEC and also President of Bhutan Climate Summit.

Regarding the V&A Assessment, the selection of international consultants was done following the RGOB Procurement of International Consultants procedures which involved open tender process. An Expression of Interests (EOI) was floated in October 2010 with 13 EOIs received, short listing of 6 consultants. Final selection of consultants from 3 submissions of proposals was completed in January 2011. One workshop for V&A has already been completed and the V&A Assessment would cover 6 sectors (Agriculture, Water Resources, Energy, Forests and Biodiversity, Human Health, Glaciers and Disasters) with several cases studies for each sector. A National Adaptation Plan would also be part of the V&A Chapter.

The Project Coordinator presented the progress of the project since the second PB meeting, which included the followings activities: Climate Change modeling was carried out with support and South East Regional Center for System for Analysis and Research and Training (START) in Chulalongkorn University, Bangkok. Equipment was purchased with support from ADB TA Project but the models at NEC could not be run due to some technical problems and the results were based on models run in Bangkok. Mr. Thinley informed the meeting that climate data were available for about 130 variables and also presented some preliminary findings and noted that 80% of the climate scenarios work was completed and only the analysis of the results was being done. He also informed the meeting that the climate scenarios were available and stakeholders could use it in their desired formats.

**Agenda item 5: Presentation by Project Coordinator on the progress of the project since the 2<sup>nd</sup> PB meeting**

Project Management was also instructed to send the signed minutes of 2<sup>nd</sup> and 3<sup>rd</sup> PB meeting to UNDP.

A brief presentation on the financial progress of the project was also made based on the finalized quarterly financial reports.

In response to Mr. Wangchuk Namgay's query on making available the climate change scenarios, SNC Project Coordinator said that the planners would be sensitized on the use and availability of the climate scenarios.

Deputy RR, UNDP appreciated that the V&A was on track and also the efforts of NEC and SNC project Management to ensure complementarities of SNC and the Bhutan Climate Summit. He informed the meeting of other relevant ongoing initiatives and said that the Round Table Meeting (RTM) of the Royal Government of Bhutan with its Donor partners will be held in Thimphu in first week of September 2011. The Royal Government has requested UNDP to assist in completing the 3<sup>rd</sup> National Human Development Report (NHDR) in time for presenting to the RTM. Scheduling the timeframe to meet this deadline, the NHDR has to be made ready latest by the end of June 2011. Climate change being the focus area of NHDR, much of the information required has to be accessed from the SNC and Bhutan Climate Change Submit papers. In this line, Deputy RR, UNDP requested NEC to extend full support in sharing the information to the NHDR consultants who will be recruited soon by UNDP. UNDP assured that the NHDR will not be replication of SNC.

NECS informed the members that they will share the climate scenarios based on the need and request from the consultants writing the meeting documents.

Mr. Karma Dupchu inquired if data from meteorology from the Northern Boundary areas was used as data was available from 2002. He also requested any ongoing capacity building of climate scenarios and analysis to include HMSD. The SNC Coordinator informed that the climate change scenarios did not include the dataset from the northern borders and the data source was the regular station data provided by HMSD. Regarding, capacity building, SNC Project Management informed that HMSD has always been invited and one person was sent to IITM Pune in 2009 and similar invitation was sent for a couple of staff to attend the PRECIS training held in 2010 in Thimphu. However, full participation and dedicated follow up was not consistent and the nominated person either disappeared or did not show up for the trainings. SNC Coordinator mentioned that NEC is interested in collaborating with all relevant partners but for continued cooperation and collaboration in capacity building improvement on this matter was requested.

#### **Agenda item 6: Date for next PB meeting**

The fourth PB meeting was scheduled in June 2011 to ensure that any proposals for new activities to be funded from savings would be presented before the final quarter of the project.



**Agenda item 6: Any other Business**

With regard to updating of NAPA, Mr. Thinley informed the meeting that updating will be done within the next two months. Recruitment of a local consultant has already been initiated. Mr. Yeshey Penjor informed that UNDP has received NEC's request for NAPA PIF development support and the request has already been forwarded to UNDP Asia Pacific Regional Center.

Mr. Yeshey Penjor informed the meeting that UNDP has received NEC's request for support of Carbon Neutral commitment strategy. Since it is line with UNDP's initiative of Low Emission and Climate Resilient Development Strategy (LECRDS), the request has been forwarded to UNDP Regional Office and Headquarters for review and comments. This matter would be discussed at technical level between NEC and UNDP to determine the level of support required.

Mr. Wangchuk Namgay  
Sr. Planning Officer, GNHC  
NEC

Mr. Rinzin Dorji,  
Sr. PO, DOA, MOAF

Mr. Thinley Namgyel  
SNC Project Coordinator,

Dr. Ugyen Tshewang  
Secretary, NECS  
Chair, SNC Project Board

Mr. Bakhodir Burkhanov  
Dy. Resident Rep., UNDP

Mr. Karma Dupchu  
Head, HMSD, DOE